

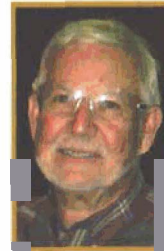
WHERE DO I START?

You're in luck! The Kentucky Employability Certificate is offered at the **Workplace Skills Center** located in Kentucky Oaks Mall in Paducah near K's Merchandise.

HOURS:

Monday - Friday 10 am - 8:30 pm
Saturday 10 am - 3 pm

"I can train someone how to do specific jobs in my company. But I need to know what skills they are bringing to the job."



Neil Archer
President
Arch Environmental Equipment



"As human resource director, I hire qualified people. Having a workplace skills certificate could give you an edge in finding a job."

Keith Travis
Vice President of Human Resources
Murray-Calloway County Hospital

KCTCS is an equal opportunity employer and educational institution.

The Kentucky Employability Certificate is sponsored by:

- Kentucky Workforce Investment Board
- ACT, Inc.

The Kentucky Employability Certificate is endorsed by:

- Kentucky Chamber of Commerce
- Council on Post-secondary Education
- Kentucky Community and Technical College System
- Associated Industries of Kentucky
- Kentucky Education Cabinet
- Kentucky Adult Education
- Kentucky Society for Human Resource Management
- Kentucky State District Council of Carpenters

For information contact:

West Kentucky
Community & Technical College

The **WORKPLACE SKILLS CENTER**
(270) 554-6221

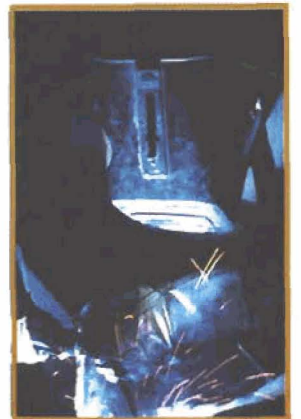
P.O. Box 7380
Paducah, KY 42002-7380

www.westkentucky.kctcs.edu/skillscenter



KENTUCKY EMPLOYABILITY CERTIFICATE ...

documenting the skills of
Kentucky's workforce



*A Prospective
Employee's Guide*

KENTUCKY EMPLOYABILITY CERTIFICATE

WorkKeys is an industry-driven system of job profiling, assessment and instructional support that helps businesses identify the skills and skill levels employees must have to perform jobs effectively. It is a program of ACT, Inc., a not-for-profit organization that specializes in assessment and research. The **Kentucky Employability Certificate (KEC)** allows you to show employers what you know!



"WorkKeys and the Kentucky Employability Certificate provide workers, educators, and businesses with effective tools that provide a common language, common standard and portable credentials. From the business community's perspective, we must have workers with the

right skill sets to compete in the global economy.... And the WorkKeys system helps us fill the critical skills gaps."

Ken Oilschlager

President and CEO, Kentucky Chamber of Commerce
Chair, Kentucky Workforce Investment Board

DO YOU WANT TO SHOW EMPLOYERS WHAT YOU KNOW? THE KEC CAN HELP!

How can the KEC work for me?

It helps you identify your strengths. The KEC verifies your skills in three key areas that are important to employers:

- Reading for Information
- Applied Math
- Locating Information

When you complete your three WorkKeys assessments, you'll have a clearer picture of what your greatest strengths are and the value that you can bring to a company or organization. The next time you participate in an interview, you should be able to confidently answer the tough question, "What do you think your greatest strengths are?"

Higher Skills = Higher Salaries

Studies show that jobs requiring higher skills in math, locating information, and reading pay higher entry-level salaries. In fact, skill levels appear to show a stronger correlation to pay than educational levels. By increasing their skill levels, individuals increase their opportunities for higher salaries.

The KEC shows you have skills.

Employers can have a difficult time deciding who the most qualified candidate for a job may be. When you obtain your Kentucky Employability Certificate (KEC), you are able to show these employers that you are a highly-skilled and a good potential employee.

Are these tests designed for low-paying jobs?

Not at all. The largest and fastest growing area of employers' interest in WorkKeys is for professional, technical and managerial jobs requiring higher-than-average educational levels. The second largest category is for skilled trades jobs. U.S. employers have commissioned WorkKeys job profiles for more than 7,000 jobs, ranging from accountant to automotive technician and from welder to webmaster.